



Gazelle Book Services Ltd
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Lancaster LA1 4XS, UK

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**SHIPPING INSTRUCTIONS
FOR U.S. PUBLISHERS USING THE**

CHICAGO GATEWAY

Dear Publisher,

All shipments to our UK Warehouse should be shipped through: -

**DSV Air & Sea, Inc c/o
United Transportation
170 W South Thorndale
Bensenville
IL 60106**

**Contact: Silvia Lagunas
Tel: +1 847-956-8855 x 4106
Fax: +1 847-956-8871
Email: Silvia.Lagunas@us.dsv.com**

NOTE: Contact Silvia Lagunas for the latest Booking-In Reference. This must be obtained before shipping and the Booking-In Reference clearly displayed on the outside of each carton.

Contact: Silvia Lagunas Silvia.Lagunas@us.dsv.com

1. Your shipments should be addressed as above but include "For Gazelle Book Services" and have **Gazelle's standard labels on each carton/pallet. See the link on our website for print-ready labels.** Please keep these labels as masters and photocopy them as required. This will enable DSV to quickly identify our goods and eliminate any possibility of consignments being shipped to the wrong address.
2. Books should be packed in export cartons and contain sufficient internal padding to withstand the journey. We have found that poorly packed goods often incur damage during the internal trucking phase within the U.S. Half-empty cartons should also be avoided as these can get crushed when palletised. Wet or badly damaged cartons will be refused by DSV. Gazelle will take no responsibility for losses where we consider that these have occurred due to negligence at the point of origin.

3. A **Commercial invoice** must accompany each shipment showing the total number of books and the value of the consignment. This is vitally important, as it is from this document that the shipping manifest is compiled. One copy must be enclosed with the shipment, one attached to the outside of the carton and please notify **Silvia Lagunas either by fax or e-mail of your full consignment details**. Please note that hand-written pieces of paper in lieu of proper invoices are unacceptable.

4. Your Invoices should also show one or more of the following Customs Tariff Numbers:-
49019900-1 Books, Atlases and Booklets
49019100-0 Dictionaries and Encyclopaedias
49111090-9 Commercial Catalogues and Leaflets

5. Please remember that the cost of shipping to DSV is your responsibility. We do not collect goods. If you have any problems with deliveries into DSV please contact **Silvia Lagunas** straightaway, who will be pleased to help. Part shipments received into DSV will not be forwarded but will leave on the next available container soon after all parcels in any particular consignment are received. Any missing cartons and/or damages will be reported to the publisher from the Gateway directly.

We realise that some of our publishers use a distributor to despatch your books. If this applies to you, would you please make sure that you pass a copy of these instructions to them and emphasise the importance of compliance.

Strict adherence to the above points will protect your valuable books and keep problems to a minimum.

Yours faithfully,

Gavin Johnson
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